



Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional

Agency Code: 0499 Class Code: 9818 Exam Code: 7PB24

Department: Department of Rehabilitation
Opening Date: 9/21/2009 12:12:00 PM
Final Filing Date: Continuous
Type of Examination: Departmental Open

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources
Examination and Selection Services Section
1-866-844-8671
California Relay Service (7-1-1)
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

SALARY INFORMATION

SENIOR VOCATIONAL REHABILITATION COUNSELOR Range A \$3,696.00 - \$4,838.00

SENIOR VOCATIONAL REHABILITATION COUNSELOR Range B \$3,786.00 - \$5,079.00

SENIOR VOCATIONAL REHABILITATION COUNSELOR Range C \$4,050.00 - \$5,314.00

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged into the eligible list in order of final scores regardless of test date. Eligibility expires 18 months after it is established. A candidate may be tested only once during any 12 month period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

EITHER I

Education: Possession of a Master's Degree in Rehabilitation Counseling from a recognized institution.

OR II

Education: Possession of a Master's Degree in Counseling or a closely related field from a recognized institution. **AND** Successful completion of one graduate course with a primary focus on the Theories and Techniques of Counseling.

OR III

Education: Possession of a Doctorate Degree with a specific program and doctoral dissertation with an emphasis on rehabilitation from a recognized institution. **And** Successful completion of one graduate course with a primary focus on the Theories and Techniques of Counseling.

OR IV

Possession of an active national certification as a Certified Rehabilitation Counselor.

OR V

Enrollment in the final academic year, in any of the above Master's or Doctoral Degree programs, in a recognized institution, will admit applicants to the examination. Proof of possession of a Master's or Doctorate Degree must be provided before an applicant can be considered eligible for appointment.

In addition, if the Master's Degree is in Counseling or a related field, or is a Doctorate Degree with a dissertation with an emphasis on rehabilitation, proof of completion of one graduate course with a primary focus on the Theories and Techniques of Counseling, must be provided before an applicant can be considered eligible for appointment.

POSITION DESCRIPTION

Under general supervision, incumbents determine vocational eligibility and level of severity of disability; plan and arrange for the supervision of vocational rehabilitation of individuals with physical and mental disabilities which are substantial impediments to gainful employment; serve as a liaison and resource to employers and community organizations regarding opportunities and considerations related to hiring individuals with disabilities; provide vocational counseling, rehabilitation assessment, and placement of individuals with disabilities; and perform other related work.

Positions exist throughout the state.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

KNOWLEDGE AND ABILITIES

Knowledge of:

Disabilities and their impact on a person's independence and employment opportunities. Basic medical and psychiatric conditions, as well as standard tests used in the vocational rehabilitation process. Various State and Federal regulations, as well as departmental policies and procedures.

Ability to:

Communicate and write effectively. Learn and apply the principles and practices of counseling, vocational guidance, and occupational placement for persons with vocational impediments. Learn and adapt to and implement changes to State and Federal regulations, and departmental policies and procedures. Learn and apply specific vocational rehabilitation procedures and techniques. Analyze and interpret test and evaluation results. Work well under pressure. Work with difficult people. Effectively and accurately analyze a variety of situations and take appropriate action. Effectively prioritize, organize, and manage time. Use a variety of computer applications.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and at local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Senior Vocational Rehabilitation Counselor classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Revision Date: 12/9/14

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

Select [Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional](#) , to access this online examination.